

CIVIL SERVICE COMMISSION
CITY OF WEST ALLIS
WEST ALLIS, WISCONSIN 53214

Announcing an OPEN and PROMOTIONAL examination for the position of:

MAINTENANCE REPAIRER
Department of Public Works/Engineering
Sanitation and Streets Division
MONDAY – FRIDAY, 7:00 A.M. – 3:30 P.M.

DUTIES: Under the direct supervision of the Sanitation & Streets Superintendent, the Assistant Director of Public Works, and/or the Street and Sewer Supervisor, an employee in this classification is responsible for the performance of a variety of semi-skilled maintenance and repair tasks associated with street and sewer construction and repair. The tasks require certain techniques or special knowledge which generally are acquired through experience. Typical duties include: assists in building and cleaning sanitary sewers, storm sewers, manholes, and catch basins; digs and braces sewers and ditches; operates trucks and other equipment common to construction/maintenance activities; raises manholes and performs rough masonry work involved; builds forms for sidewalks and does cement finishing; rods and flushes sewer lines; backfills and compacts excavations using tamper; repairs, installs, and terminates storm and sewer laterals; patches streets, alleys, other pavements, curbs, and sidewalks; removes roots, debris, and other refuse from clogged sewer lines operating hydraulic sewer jets as required; installs, removes, and replaces knives and performs minor running repairs on equipment using common hand tools; removes sewer residue, examines main City sewer lines for evidence of breaks, and measures approximate location of breaks; assists in emergency work of all types including snow plowing and removal, salt and sanding operations, flood control including sanitary sewer pumping, and creek ice removal; operates Vac-All; performs asphalt patchwork, tarring patchwork, spreading gravel, etc.; and keeps simple records and makes reports. As needed, an employee in this classification may be required to perform a variety of tasks outside of the duties of a Maintenance Repairer for which he/she is otherwise qualified; other duties may include, but are not limited to, collects refuse and recyclables; collects, hauls, and delivers a variety of materials, equipment, supplies, and waste products; loads and unloads trucks by hand or by use of mechanical devices; assists residents with the proper disposal, recycling of materials brought to the Municipal Yard site; performs general maintenance and repair of City-owned buildings and surrounding grounds, etc.; and performs other duties as assigned. A Maintenance Repairer must be available to work nights, weekends, overtime, and at odd hours when emergency conditions require such duty and serve on rotational watch duty when assigned.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of the methods, materials, tools, and equipment commonly used in public works construction and maintenance work; good knowledge of occupational hazards and safe work practices; skill in the use of common hand tools and equipment; ability to perform a variety of semi-skilled maintenance tasks and to interpret work from rough sketches or penciled layouts; ability to operate vehicles with both standard and automatic transmissions; ability to understand and effectively carry out verbal and written instructions; mechanical aptitude; ability to establish and maintain effective working relationships with supervisors, employees, and the public.

MINIMUM REQUIREMENTS:

- High school graduate/equivalent; three (3) years of recent work experience in performing street and/or sewer construction and maintenance work with particular emphasis in laying block, finishing concrete, setting forms, and laying asphalt.
- Possession of a valid Wisconsin Commercial Driver's License (Class B, C, D with airbrakes) required; Class A license is desirable.
- Possession of Tanker (N) endorsement within 6 months of appointment.
- A good driving record per City policy.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, and textures associated with job-related objects, materials, and tasks.
- Possess the physical capacity to perform the duties of the position including but not limited to, the ability to continuously stand, walk, bend, kneel, sit, climb, twist, stoop, crawl, stretch, squat, lift, reach, push, pull, enter, and exit City truck, etc.

- CONTINUED -

- Possess the physical capacity to perform heavy manual labor for extended periods of time (physical requirements are dependent upon work assigned) including but not limited to, the duties generalized on below.

PHYSICAL DEMAND LEVEL

Light Lifting	20 lbs occasionally; up to 10 lbs frequently
Medium Lifting	50 lbs. occasionally; 20 lbs. Frequently
Heavy Lifting	100 lbs. occasionally; 50 lbs. Frequently
Very Heavy Lifting	100 lbs. occasionally

ACTIVITY TOLERANCES/FREQUENCIES

Continuous	67 – 100% of workday
Frequent	34 – 66% of workday
Occasionally	1 - 33% of workday
Never	0

Asphalt Truck

Continuous (8 hrs/day) medium lifting/shoveling; continuous walking.

Brush Collection/Yard Work

Continuous light lifting; continuous walking.

Dump Truck Driver

Occasional light lifting in the spreading of gravel; frequent, light lifting in removing small concrete pieces and excess ground.

Hook Truck

Occasional very heavy pushing (100 lbs.+) when pushing open/closing the rear gate on the container.

Recycling

Continuous medium lifting; continuous bending.

Refuse Collection

Continuous pushing, pulling, and bending; continuous heavy lifting of carts.

Roller

Frequent sitting; frequent climbing onto and off of equipment; occasional pushing; occasional arm rotation.

Sewer Jet

Continuous standing and walking; continuous very heavy pulling/lifting of sewer covers; continuous motion when operating hose.

Snow Plow Driver

Continuous sitting for up to 18 hours, or longer if conditions warrant such; continuous high level of mental and physical alertness (such as hand-eye coordination) is required during plowing operations; continuous and repetitive pushing/operating plow controls; continuous use of accelerator/brake.

Tar Kettle

Continuous, medium lifting; occasional heavy lifting (80 pound block of tar 2-3 times/day); occasional, light lifting of barricades and traffic cones.

Vac-All

Continuous medium lifting with ability to move Vac-All tube around in a hole; occasional heavy lifting when lifting catch basins.

- Ability to work nights, weekends, overtime, and at odd hours when emergency conditions require such duty and serve on occasional watch duty when assigned.
- Ability to withstand exposure to variable and unfavorable weather and working conditions including but not limited to temperature variations and extremes, odors, toxic agents, noise, vibrations, electrical current, vehicular traffic, and/or dust.

RESIDENCY: The examination is open to all qualified candidates; however, an appointee must establish residency within the City limits or within a perimeter of 30-minute drive time to the workplace within 18 months of appointment. Such residency, once established, must be maintained during employment with the City.

SALARY: The 2012 (resident) hourly rate range is \$20.86 to \$22.51. The 2012 (perimeter resident) hourly rate range is \$20.45 to \$22.07.

BENEFITS: Benefits include vacation accrual upon date of hire based on the vacation schedule; a sickness disability benefit plan; twelve paid holidays; a comprehensive health insurance plan (which is contributory) covering the employee and his/her family, with eligibility the first of the month following thirty (30) days of service; fully paid dental insurance covering the employee and his/her family, with eligibility the first of the month following six (6) months of service; a dual pension system comprised of the Wisconsin Retirement Fund* and Federal Social Security (both of which are contributory); after six (6) months of service, a fully paid life insurance program* with coverage in the amount of the employee's annual salary adjusted to the next highest one thousand dollars, with the option for additional coverage; an educational reimbursement plan for the pursuit of job related courses, seminars, and workshops; and voluntary benefit programs consisting of Section 125: Flexible Benefits for Dependent Care and Medical Reimbursement, Section 457: Deferred Compensation, TreasuryDirect Payroll Savings Plan for Savings Bonds, and an Employee Assistance Program (EAP).

*The Wisconsin Retirement Fund and Life Insurance Program benefits are provided according to plan guidelines of the State of Wisconsin Department of Employee Trust Funds.

EXAMINATION DATA: The first step in the selection process will be a review and evaluation of application materials to identify those candidates who appear to be qualified in terms of training and experience as these relate to the duties and requirements of the position. Therefore, it is necessary that applicants provide clear and specific details about their qualifications when completing the application materials.

A written examination designed to assess practical knowledge will be administered (weighted 35%). Those examinees who receive a qualifying rating on the written test will be further evaluated in a performance skills test (weighted 35%). A representative number of examinees who receive a qualifying rating on both the written and performance tests will be evaluated further based on training, work experience, interests, and personal fitness through an interview (weighted 30%).

Applicants will be notified later as to time and place of examinations.

VETERAN'S POINTS: Honorably discharged war veterans who receive an overall qualifying rating will be awarded special credit points upon presentation of proper proof of military duty.

POST-OFFER DRUG TEST/PHYSICAL EXAM/PROBATIONARY PERIOD: Persons offered employment must pass a post-offer drug test as a condition of employment. An appointee must also pass a thorough physical examination prior to appointment. The City of West Allis is an at-will employer. All appointments are subject to a probationary period of six (6) months; however, employment may be terminated at any time for any reason.

HOW TO APPLY: Application forms, available online at www.westalliswi.gov, or at the Human Resources Division, Room 133, City Hall, 7525 West Greenfield Avenue, West Allis, Wisconsin, 53214, must be completed and ON FILE NO LATER THAN **5:00 P.M. FRIDAY, AUGUST 10, 2012.**

Please note: A job interest card may not be substituted for the application form.

Visit our website at www.westalliswi.gov for further information on the City of West Allis.

The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City.

It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.

**SUPPLEMENTAL QUESTIONNAIRE FOR MAINTENANCE REPAIRER
SANITATION & STREETS DIVISION**

Thank you for your interest in the **Maintenance Repairer** position with the City of West Allis. All interested applicants are required to complete this Supplemental Questionnaire. This questionnaire is designed to evaluate whether or not you meet the minimum requirements for the Maintenance Repairer position.

This Supplemental Questionnaire **MUST** be completed in full and returned with your application. The deadline to apply is **5 p.m., Friday, August 10, 2012**. Should you have any questions, please contact the Human Resources Department at (414) 302-8270.

1. Do you possess a High School diploma or GED?
 - a. Yes
 - b. No
2. Do you have three (3) years of recent paid work experience in performing street and/or sewer construction and maintenance work with particular emphasis in laying block, finishing concrete, setting forms, and laying asphalt?
 - a. Yes
 - b. No
3. Do you possess a valid Wisconsin Commercial Driver's License (Class B,C, D with airbrakes) at the time of application?
 - a. Yes
 - b. No
4. Do you possess a good driving record per City policy? (Refer to backside for details.)
 - a. Yes
 - b. No
5. Do you have the ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds and textures associated with job-related objects, materials and tasks?
 - a. Yes
 - b. No
6. Do you possess the physical capacity to perform the duties of the position including but not limited to, the ability to continuously stand, walk, bend, kneel, sit, climb, twist, stoop, crawl, stretch, squat, lift, reach, push, pull, enter and exit City truck, etc.?
 - a. Yes
 - b. No
7. Do you possess the physical capacity to perform heavy manual labor for extended periods of time (physical requirements are dependent upon work assigned) including but not limited to, the duties generalized on the backside of this form?
 - a. Yes
 - b. No
8. Are you able to work nights, weekends, overtime and at odd hours when emergency conditions require such duty and serve on occasional watch duty when assigned?
 - a. Yes
 - b. No
9. Are you able to withstand exposure to variable and unfavorable weather and working conditions including but not limited to temperature variations and extremes, odors, toxic agents, noise, vibrations, electrical current, vehicular traffic and/or dust?
 - a. Yes
 - b. No

The above-completed information is true to the best of my knowledge.

Signature of Applicant

Date Signed _____

Printed Name _____

DRIVING POLICY

A candidate's driving record will be reviewed according to the following standards. Failure to meet these standards may result in the rejection of the candidate.

- Must have no more than two moving violations in the last 18 months and no more than three moving violations within the last 36 months.
 - No more than one chargeable accident within the last 18 months or more than two chargeable accidents within the past 36 months.
 - No more than six (6) demerit points within the past 12 months.
 - No driving under the influence (Wis. Stat. 346.63) or reckless driving (Wis. Stat. 346.62) convictions within the past five years.
-

MANUAL LABOR PHYSICAL DEMANDS

PHYSICAL DEMAND LEVEL

Light Lifting	20 lbs. occasionally; up to 10 lbs. frequently
Medium Lifting	50 lbs. occasionally; 20 lbs. frequently
Heavy Lifting	100 lbs. occasionally; 50 lbs. frequently
Very Heavy Lifting	100 lbs. occasionally

ACTIVITY TOLERANCES/FREQUENCIES

Continuous	67 – 100% of workday
Frequent	34 – 66% of workday
Occasionally	1 - 33% of workday
Never	0

- **Vac-All:** Continuous medium lifting with ability to move Vac-All tube around in a hole; occasional heavy lifting when lifting catch basins.
- **Dump Truck Driver:** Occasional light lifting in the spreading of gravel; frequent, light lifting in removing small concrete pieces and excess ground.
- **Asphalt Truck:** Continuous (8 hrs/day) medium lifting/shoveling; continuous walking.
- **Tar Kettle:** Continuous, medium lifting; occasional heavy lifting (80 lb. block of tar 2-3 times/day); occasional, light lifting of barricades and traffic cones.
- **Brush Collection/Yard Work:** Continuous light lifting; continuous walking.
- **Refuse Collection:** Continuous pushing, pulling and bending; continuous heavy lifting of carts.
- **Recycling:** Continuous medium lifting; continuous bending.
- **Hook Truck:** Occasional very heavy pushing (100 lbs.+) when pushing open/closing the rear gate on the container.
- **Roller:** Frequent sitting; frequent climbing onto and off of equipment; occasional pushing; occasional arm rotation.
- **Sewer Jet:** Continuous standing and walking; continuous very heavy pulling/lifting of sewer covers; continuous motion when operating hose.
- **Snow Plow Driver:** Continuous sitting for up to 18 hours, or longer if conditions warrant such; continuous high level of mental and physical alertness (such as hand-eye coordination) is required during plowing operations; continuous and repetitive pushing/operating plow controls; continuous use of accelerator/brake.



APPLICATION FORM

ATTENTION APPLICANTS - PLEASE READ

Following are important points to know about the City of West Allis application process:

1. **Applications must be completed in full.** Applications not completed in full may be subject to disqualification.
2. A completed application form is required. You may supplement the application form with a resume; however, providing a resume does not exclude you from completing the application form in full.
3. It is to your advantage to be clear and thorough when completing the application, as it is the only means the City has of reviewing your qualifications for employment. We cannot assume more than what you tell us.
4. If you faxed or emailed your application, you still need to mail in or drop off the original in order to be considered for employment.
5. After all the applications are reviewed, the most qualified candidates will be invited to participate in other phases of the hiring process. All applicants are evaluated on job-related factors only.
6. If you are planning to be out-of-town within the next 90 days, please indicate the dates you will not be available on the front section of the application form. Dates of unavailability will be reviewed to determine if any accommodations are feasible.
7. It is the policy of the City of West Allis to provide reasonable accommodations for qualified individuals with disabilities who are applicants for employment. If you are a qualified individual with a disability and need a reasonable accommodation in the testing or interview phase of our hiring process, please contact the Human Resources Division at (414) 302-8270 or e-mail jbarwick@westalliswi.gov at least 72 hours (i.e., three (3) work days) in advance. Each request for accommodation will be reviewed on a case-by-case basis and accommodated unless it is determined to be unreasonable.
8. If you are having problems completing the application form or have any questions or concerns, contact the Human Resources Division.

The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City.

It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.

(APPLICANT MAY RETAIN THIS PAGE)



Exam No. _____

Human Resources Division
7525 West Greenfield Avenue
West Allis, Wisconsin 53214

Telephone: 414-302-8270
Fax: 414-302-8275
www.westalliswi.gov

City of West Allis
An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

IMPORTANT: READ THE INSTRUCTIONS CAREFULLY BEFORE FILLING OUT YOUR APPLICATION. EXCEPT WHERE NOTED, ALL REQUESTED INFORMATION MUST BE FURNISHED. THE INFORMATION YOU GIVE WILL BE USED TO DETERMINE YOUR QUALIFICATIONS FOR EMPLOYMENT. PLEASE TYPE OR PRINT.

Dates of unavailability (If you are planning to be out-of-town within the next 90 days, please indicate the dates you will not be available):

Position applied for _____

Name _____
(LAST) (FIRST) (MIDDLE)

Social Security Number _____

Other names under which you have been legally known _____

Address _____
(STREET) (CITY) (STATE) (ZIP)

Phone Number: Home _____ Cell _____

E-Mail Address _____

Are you at least 18 years old? ☐ Yes ☐ No

Do you have the legal right to live and work in the United States? ☐ Yes ☐ No

Do you wish to have the information contained in your
application materials remain confidential as permitted by law? ☐ Yes ☐ No

If the job requires use of a motor vehicle, do you have a valid Wisconsin Driver's License? ☐ Yes ☐ No

If the job requires use of a Commercial Driver's License (CDL), do you have a valid CDL? ☐ Yes ☐ No

List CDL classification(s) and/or endorsement(s) _____

Were you in the U.S. Armed Forces? ☐ Yes ☐ No If yes, what branch? _____

Dates of duty: From _____ To _____ Rank at discharge _____
(MO) (DAY) (YEAR) (MO) (DAY) (YEAR)

EDUCATION AND TRAINING:

Do you have a High School Diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No Name & Location of High School: 	Do you have a GED? <input type="checkbox"/> Yes <input type="checkbox"/> No From Where: 	If no High School Diploma or GED, circle the highest grade or year completed: 6 7 8 9 10 11 12
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Training Beyond High School (Technical College, College, University, or other schools you have attended)

Name and Location	Graduated	Degree Conferred	Major
.....	<input type="checkbox"/> Yes <input type="checkbox"/> No		
.....	<input type="checkbox"/> Yes <input type="checkbox"/> No		
.....	<input type="checkbox"/> Yes <input type="checkbox"/> No		
.....	<input type="checkbox"/> Yes <input type="checkbox"/> No		

List any other education, training, license(s) and/or certificate(s) – be specific and include dates.

WORK HISTORY:

Give a complete record of any employment, self-employment, military service and/or volunteer work you have had in the past 10 years. You may include positions beyond the 10-year period if they are related to the position for which you are applying. Start with your current or most recent job. Indicate any change in job title under the same employer as a separate position. **ALTHOUGH RESUMES ARE WELCOME, THEY MAY NOT BE SUBSTITUTED FOR THE INFORMATION REQUESTED BELOW.**

PRESENT OR MOST RECENT EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR
YOUR DUTIES		FROM (MO. & YR.) TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (_____ HRS. PER _____)
		ACTUAL HOURLY RATE/SALARY STARTING ENDING
		\$ _____ PER _____ \$ _____ PER _____

EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS	
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR	
YOUR DUTIES		FROM (MO. & YR.)	TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (_____ HRS. PER _____)	
		ACTUAL HOURLY RATE/SALARY STARTING ENDING \$ _____ PER _____ \$ _____ PER _____	
EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS	
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR	
YOUR DUTIES		FROM (MO. & YR.)	TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (_____ HRS. PER _____)	
		ACTUAL HOURLY RATE/SALARY STARTING ENDING \$ _____ PER _____ \$ _____ PER _____	
EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS	
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR	
YOUR DUTIES		FROM (MO. & YR.)	TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (_____ HRS. PER _____)	
		ACTUAL HOURLY RATE/SALARY STARTING ENDING \$ _____ PER _____ \$ _____ PER _____	
EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS	
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR	
YOUR DUTIES		FROM (MO. & YR.)	TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (_____ HRS. PER _____)	
		ACTUAL HOURLY RATE/SALARY STARTING ENDING \$ _____ PER _____ \$ _____ PER _____	
EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS	
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR	
YOUR DUTIES		FROM (MO. & YR.)	TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (_____ HRS. PER _____)	
		ACTUAL HOURLY RATE/SALARY STARTING ENDING \$ _____ PER _____ \$ _____ PER _____	
EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS	
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR	
YOUR DUTIES		FROM (MO. & YR.)	TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (_____ HRS. PER _____)	
		ACTUAL HOURLY RATE/SALARY STARTING ENDING \$ _____ PER _____ \$ _____ PER _____	

Use a separate sheet to continue with any additional qualifying employment data, using same format as above.

ADDITIONAL INFORMATION: List any computer software, machines or equipment you are skilled in using.

If you were discharged for cause from any employment, state the details: _____

Have you applied with the City of West Allis before? ☐ Yes ☐ No If yes, for what position(s) and when? _____

VIOLATIONS OF LAW: A Police background check may be conducted prior to a job offer.

(The City, as a matter of explicit policy, does not use pending charges or convictions as the sole criteria in its employment decisions; they will be considered only if there is a substantial relationship to the circumstances of the particular job or if bondability is at issue.)

Are you currently subject to a pending charge? ☐ Yes ☐ No

If yes, what is the pending charge? _____

Have you ever been convicted of operating a vehicle while intoxicated (OWI) or any other violations of law excluding minor traffic violations? ☐ Yes ☐ No

If yes, for what have you been convicted, when, where, and the penalty imposed? _____

CERTIFICATION AND AGREEMENT

I certify that answers given by me to the foregoing questions and statements are true and complete to the best of my knowledge. I understand and agree that any misstatements or omissions herein subject me to disqualification or dismissal.

I authorize the City of West Allis to make such investigations and inquiries of my employment, character, qualifications, and medical history as may be necessary in arriving at an employment decision. I hereby release all employers, companies, schools or persons from all liability in responding to such inquiries made in connection with my application.

I further understand that in the event of employment by the City, my classification as a permanent employee depends upon my successfully performing work assigned me during a probationary period, where applicable.

(DATE)

(SIGNATURE OF APPLICANT)

<p align="center">(FOR HR OFFICE USE ONLY)</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p>
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ADDITIONAL INFORMATION

This form **MUST** be returned with your application materials.

The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status.

To help us comply with Federal/State Equal Employment Opportunity record keeping and other legal requirements, please answer questions below.

Position applied for _____ Social Security Number _____

Name _____
(LAST) (FIRST) (MIDDLE)

Completion of this part of the form is voluntary. The information you provide will not be used in the decision to hire. If you choose not to complete this section, proceed to the bottom of the form for your signature and date.

Sex: ☐ Male ☐ Female Birthdate ____/____/____ Age _____
MM / DD / YYYY

Veteran Status: ☐ Veteran ☐ Non-Veteran ☐ Disabled Veteran, Disability Rating _____%

Ethnic Group:

- ☐ **Black** (Not of Hispanic Origin) – All persons having origins in any of the Black racial groups of Africa.
- ☐ **Asian or Pacific Islander** – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- ☐ **American Indian or Alaskan Native** – All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- ☐ **Hispanic** – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish Culture or origin, regardless of race.
- ☐ **White** (Not of Hispanic Origin) – All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Do you consider yourself to be disabled? ☐ Yes ☐ No

[A disabled individual is: any person who has a physical or mental impairment which substantially limits one or more of such person's major life activities, or has a record of such impairment or is regarded as having such impairment. Major life activities which might be substantially limited by such impairment include: walking, talking, or otherwise communicating, self-care, socialization, work training, employment, transportation or adaptation to housing (these are examples only).]

If yes, what is the disabling condition? _____

What limitations does this condition impose on major life activities? _____

How did you hear about this job? (Please specify where applicable.)

- | | | |
|---|---|--|
| <input type="checkbox"/> Milwaukee Journal/Sentinel | <input type="checkbox"/> Job Service | <input type="checkbox"/> School _____ |
| <input type="checkbox"/> Spanish Journal | <input type="checkbox"/> City Cable Channel | <input type="checkbox"/> Community/Minority Organization _____ |
| <input type="checkbox"/> City Website | <input type="checkbox"/> Bulletin Board/Walk-In | <input type="checkbox"/> Other Advertisement _____ |
| <input type="checkbox"/> Interest Card | <input type="checkbox"/> Employee | <input type="checkbox"/> Other Website _____ |
| <input type="checkbox"/> Job Hotline | <input type="checkbox"/> Word of Mouth | <input type="checkbox"/> Other _____ |

The above-completed information is true to the best of my knowledge:

(DATE)

(SIGNATURE)